

# Hurstbourne Tarrant Church of England Primary School

*‘Love of Learning, Love of Life, Love of Christ!’*

## Charging and Remissions Policy for School Activities



Our School Christian Values = REACH

R=espect   E=ffort   A=im High   C=are and love   H=onesty

Headteacher Signature:	Date: November 2024
Chair of Governors Signature:	Date: November 2024
Date for renewal: November 2025	

### Our School's Christian Vision

*Through ‘Love of Learning, Love of Life, Love of Christ,’ we aim to ensure that our school is a place which enables children to fulfil their journey together in mutual respect within an environment that enables children to have a positive purpose in life being true to themselves and others.*

### Our School Values

**Respect** – valuing each other and celebrating differences.

**Effort** – always trying our best.

**Aim High** – setting ourselves new challenges.

**Care and Love** – selfless service to others, putting others before ourselves.

**Honesty** – living with integrity, saying what we mean and mean what we're saying.

## **Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum in line with the vision, aims, and values of the school. The school day is defined as: 8.35am to 3.15pm.

## **Who/what was consulted?**

The policy has been informed by A Guide to the Law for School Governors and DfE and local authority guidance on charging for school activities. Parents, pupils, staff and the local community were consulted in formulating the policy.

## **Relationship to other school policies**

The policy is cross-referenced to the complaints procedure, and the data protection, health and safety, pupil discipline, special educational needs and whistle blowing policies.

## **Equality impact**

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all pupils to access provision regardless of their families' financial circumstances.

## **Roles and responsibilities of headteacher, other staff, governors**

The headteacher will ensure that the following applies and that the information is available for parents:

## **During the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of pupils to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs e.g school trips to sites of educational importance. In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. From time to time, we may invite a non-school based organisation such as a theatre company to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

## **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example a cooking club. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

## **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges

will be made. When such activities are arranged, parents will be told how the charges were calculated.

### **Residential**

Full charges of the residential will be passed on to parents. The amount parents are charged will not contribute to covering the costs of those parents who cannot pay. Pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance (Universal Credit) will be asked to cover the cost of board and lodgings. The school will attempt to recover the remaining cost of the residential from local trusts and grants.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions from local trusts and charities. As much notice as possible will be given to parents of the activity and the charge. Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance or an income based Jobseeker's Allowance (Universal Credit). Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

### **Arrangements for monitoring and evaluation**

The Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names), the source of those subsidies, and evidence of impact on pupils' learning.